



## Dental Assistant

### Characteristics of Work

This is paraprofessional work in assisting dentists engaged in diagnostic, operative, surgical, periodontal, preventive, orthodontic, removable and fixed prosthodontic, endodontic, and pedodontic procedures during examination and treatment of patients. Duties include preparing and verifying dental records and appointments of patients; assisting the dentist in development and exposure of x-rays; sterilizing surgical instruments; and pouring dental molds. General supervision is received from a staff dentist; line or functional supervision is not characteristic of positions allocated to this job class.

### Examples of Work

**Examples of work performed in this classification include, but are not limited to, the following:**

Measures and mixes components such as powders, set solutions, mercury and silver alloy using vibrator, spatulas, squeeze cloths, pads, and glass slabs utilized in dental treatment; prepares amalgams, restoratives, and dental compounds.

Records medical and dental histories, identification data, and description of treatment rendered in dental record; attaches current dental charts and X-rays requested by physician.

Loads medication cartridge in syringe and places procedurally required instruments such as inserting band on examination table.

Forms molds and models from dentist's impression by mixing and pouring stone and plaster compound to provide preliminary study casts and custom impression trays.

Trims, mounts, and removes air pockets from plaster and stone models to ensure accurate impressions for diagnostic interpretation.

Exposes X-rays following positioning of bite wings in patient's mouth and adjustment of X-ray table and exposure time; develops X-ray using film developer, rinse, fixer, and stop bath solutions.

Schedules and confirms dental appointments listed in patient log using telephone and written notice.

Inventories office supplies and completes requisition forms to replenish items such as burs, cement, and probes.

Cleans, sterilizes, and oils laboratory and dental tools and equipment utilized in patient and specimen examination.

Performs related or similar duties as required or assigned.

### Essential Functions

**The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.**

1. Provides chairside assistance for the dentist.

2. Maintains dental instruments, equipment and supplies.
3. Performs reception and clerical duties for the dental department.
4. Performs basic laboratory and patient-education responsibilities.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SME's) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of positions. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Field of Vision:** Ability to observe an area up or down, left or right while eyes are fixed on a given point.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to stand; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to walk; and reach with hands and arms. The incumbent is occasionally required to sit; and stoop, kneel, crouch, or bend.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

### **Experience/Educational Requirements:**

#### **Education:**

An Associate's Degree from an accredited two-year college in dental assisting technology, dental science, or dental health education.

OR

#### **Education:**

Graduation from a standard four-year high school or equivalent (GED).

**AND**

**Experience:**

Two (2) years of experience in dental assisting technology, dental science, or dental health education.

**Substitution Statement:**

Directly related education and directly related experience may be substituted on an equal basis.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.